

Record Review Process

The procedure to process requests to establish eligibility and to provide assistance with program planning using the Record Review and Intensive Level Evaluation Teams.

Step 1: The service coordinator submits the following information to the Record Review Coordinator, Commission for Children with Special Health Care Needs, 982 Eastern Parkway, Louisville, KY 40217:

- Cover letter justifying the referral for a record review
 - Written Primary Level Evaluation Report
 - Reports of any completed Assessments
 - Available IFSPs (most current, including all amendments)
 - Any of the following that is readily available:
 - birth records if neonatal or perinatal complications occurred
 - records from primary pediatrician
 - records from hospitalizations
 - records from medical sub-specialties (such as neurology, orthopedics, cardiology,...)
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Step 2: Record Review Coordinator reviews request to determine if all necessary documentation has been submitted within 2 business days of receipt.

Step 2a: Record Review Coordinator will notify Service Coordinator if information is missing within one business day of the initial review.

Step 3: Record Review Team meets weekly to review all requests.

Step 4: Record Review Team reviews request to determine if there is enough information to make recommendations for programs, services, and resources to meet the child's needs.

Step 4a: If more information is needed, the Record Review Team will send the family a letter recommending any or all of the following options for intensive level evaluation within 3 business days of the team review (a copy of this letter is sent to the service coordinator):

- Developmental Clinic at the university or hospital closest to the family
- Regional Developmental Clinic held closest to the family, including date and location of next clinic
- If appropriate, local Title V Specialty Clinic (such as Orthopedic, Neurology, Cardiology,...) sponsored by one of the 14 Commission offices across the state, including date and location of next clinic

Step 4b: The report from the Intensive Level Evaluation is given to the family with a copy sent to the Record Review Team and Service Coordinator within 14 calendar days from the date the intensive evaluation site receives the referral.

Step 5: Record Review Team sends a letter to the family identifying programs, services, resources, and therapeutic recommendations that can address the child's needs within 3 business days of the review (a copy of this letter is sent to the service coordinator):

- Commission Programs: *First Steps, Title V Specialty Clinics, Supplemental Security Income Children's Support Service (SSI/CSS), Universal Newborn Hearing Screening (UNHS)*
- Community Resources: *HANDS, Head Start, Parent Groups (PiNK & KY-SPIN), ...*
- Financial Resources: *Medicaid, KCHIP, Lion's Eyes, ...*
- Specific Therapeutic Recommendations: *interventions that can be used by the family and the rest of the IFSP team to address the child's needs*